

**CITY OF HORSESHOE BAY  
JOB DESCRIPTION**

**Title:** Field Operator I  
**Department:** Community Services

**Salary Level:** 40  
**FLSA:** Non-Exempt

**Functions:**

In accordance with established policies and practices, operate and control water distribution line equipment and neutralize water for human consumption and/or operate and control equipment to collect and transport harmful domestic and industrial pollution to sewage treatment plants. Under guidance performs installation, maintenance and operations of water distribution and wastewater collection systems. Required to qualify for Texas Commission on Environmental Quality (TCEQ) certifications for water and wastewater treatment operations.

**Organization:**

This position is in the Water Services Division of the Community Services Department. Position reports to Field Operations Supervisor as assigned for daily work priorities and any direction required in method or content of work. Annual performance evaluation and compensation made by Supervisor, and Utilities Director.

Reports To: Field Operations Supervisor

Supervises: 0

**Responsibilities and Duties:**

- All work done with primary regard to safety.
- Maintain courteous attitude toward customers.
- Required to maintain presentable public image during all duty hours.
- Perform building and grounds repair and maintenance work and required drainage control work.
- Operate, maintain, and account for equipment and tools required in performance of work.
- Perform operating, testing, maintenance, and repair work on water distribution and wastewater collection systems.
- Records operational data, personnel attendance, and meter and gauge readings on specified forms.
- Maintains, repairs, and lubricates equipment, using hand tools and power tools.

- All work accomplished with minimum service interruption and property disturbance.
- Performs other duties as assigned.

**Physical Requirements:**

- Ability to lift 50 lbs.
- The ability to bend, stretch, twist, or reach out with the body, arms, and/or legs.
- Ability work in close quarters, and climb ladders.
- Applicant may be required to have an x-ray of the back as part of the pre-employment physical examination.
- Applicant must pass a post-offer, pre-employment drug screen.

**Position Personnel Requirements:**

Entry Level

- A High School diploma or GED.
- Must possess a valid Texas Class C Driver's License
- Must have an acceptable driving record
- The ability to obtain a TCEQ D water operator and a D wastewater operator certification within six (6) months.
- The ability to obtain TCEQ C surface water operator (or Water Distribution) or a C wastewater operator (or Collection I) certification within two (2) years.